USMC Misc Pay Implementation Checklist

June 2005

Misc Pay Implementation Pre-Site Visit Prep

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	Identify & Appoint Misc Pay Specific GAMs			
	Have Misc Pay Specific GAMs register, if required			
	Have Misc Pay Specific GAMs submitted completed & signed DD 2875s, when required			
	Activate Misc Pay Specific GAMs, if required			
	Begin Identifying Users for Each of the Govt Roles (Initiators, Acceptors, LPO, View Only roles)			
	Notify all LPOs of COL requirements			
	Track which LPO users have taken Certification Class			
	Confirm LPO's Certification is completed			
	Obtain Misc Pay Data Fields			
	Document Types, Acceptor, LPO, etc.			
	Identify Misc Pay DoDAACs & Required Extensions			
	Verify Organizational Email Accounts - Actual addresses, plus does anyone use them today? Could they be better utilized?			
	Based on DoDAAC Extensions, Configure Email to be Forwarded to Personal Mailbox vs Org Mailbox (Requires Email Administrator Assistance)			

Misc Pay Implementation Pre-Site Visit Prep Work

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	Vendors Prep			
	Determine which Vendors will participate in Misc Pay Pilot			
	Ensure Vendors' CCR Registration includes EB POC			
	Determine if Vendor is already active in WAWF-RA			
	Should this Vendor be on a contract? If not, does a justification need to be on file for why not contract is required and "misc pay" is appropriate?			
	Identify regular "Misc Pay" personal reimbursement scenarios			
	Identify current process for submitting their requests for reimbursement			

Implementation Pre-Site Visit Prep Work

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	Coordinate Training Logistics			
	Identify Classes Being Offered, Initiators, Acceptors, LPOs, Supervisors, GAMs, etc.			
	Begin Determining Dates and Times for class schedules			
	Identify Room Locations and # of workstations			
	List of students requested to attend including Name, Office, Position, Phone and Email			
	Class rooster with all students registered for each class			
	Coordinate Executive Overview Briefing			
	Who should be invited?			
	Location			
	Finalize briefing with as many site specific details as possible			
	Invitations and RSVPs			

Misc Pay Implementation Pre-Site Visit Prep Work

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	Training Details			
	Develop Misc Pay training approach for Vendors, Govt Initiators, LPOs, supervisors			
	Develop Misc Pay training materials including PPT presentations, step by step guides (trifolds), etc			
	Offer CBT/WBT for All Prospective Users			
	Establish Help Procedures			
	Site Help Teams (Installation WAWF-RA POCs, etc.)			
	PAI Contractor Support Team			
	Tuesday Conference Calls			
	DISA			

USMC Misc Pay Implementation Site Survey

Fall 2005

Misc Pay Implementation Site Survey Checklist

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	General Tasks			
	Verify WAWF POC & Alt POC Identified			
	Verify WAWF Misc Pay POC & Alt POC Identified			
	Verify Misc Pay DoDAACs for Site			
	Verify Tenant Commands Notified of Misc Pay Implementation			
	Verify Misc Pay Functional Area POCs for Finance and Supply Identified and any Tenant Commands			
	Conduct Misc Pay Executive Overview Briefing			
	Verify Current Organizational Mailbox Procedures			
	Modify Organizational Mailbox Procedures, as required			
	Complete Site Survey Report Items/Establish Action Items Required			
	Confirm Who is Responsible for Completing Which Tasks			
	Site Manual Processes Misc Pay Transaction Acceptance			
	What Steps/Process Flow Take Place in Today's Existing Paper Process			
	Who fills these roles today: Initiation, Acceptance, Certification, Payment			
	Where does the Vendor/Govt go for Help/Questions?			

Misc Pay Implementation Site Survey Checklist

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	GAM Preparation			
	Verify Misc Pay Primary & Alternate GAMs (All Levels) by Activity and any Tenant Commands, if required			
	Verify DD2875s, GAM Letters, Registrations, Activations			
	Determine User Role Requirements by DoDAAC/Activity			
	Offer preliminary GAM training if necessary			
	Coordinate Training Logistics			
	Identify & Verify Classes to be Offered: Initiators, Acceptors, LPOs, Supervisors, GAMs, etc.			
	Confirm & Publish Dates and Times for Class Schedules			
	Tour Training Classroom Locations and verify # of workstations, projector, internet access, etc.			
	Capture list of students requested to attend including Name, Office, Position, Phone and Email			
	Begin Tracking Class rooster with all students confirmed registered for each class			
	Publish CBT/WBT info for All Prospective Users - NOTE Misc Pay CBT release date not yet known. However, basic WAWF concept modules can still be completed and will provide useful knowledge applicable to Misc Pay			

Misc Pay Implementation Site Survey Checklist

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	LPO Priority			
	Track which LPO users have taken Certification Class			
	Confirm LPO's Certification is completed			
	Notify appropriate individuals if concerns need to add'l attention			
	Vendors Prep			
	Confirm which Vendors will participate in Misc Pay Pilot			
	Should this Vendor be on a contract? If not, does a justification need to be on file for why not contract is required and "misc pay" is appropriate?			
	How will Vendors be contacted? Mailing, Email, Phone, etc			
	Confirm "regular" Misc Pay personal reimbursement scenarios			
	Identify current process for submitting their requests for reimbursement			
	Notify Vendors & Personal Reimbursement Individuals of Misc Pay training (separate sessions)			
	Help Desk Procedures			
	Confirm Misc Pay POCs and GAMs understand Help Procedures			
	Technical Requirements			
	Answer any PKI Concerns/Requirements			
	Check Hardware Configuration Against Requirements on			

USMC Misc Pay Implementation Site Survey Analysis

June 2005

Misc Pay Implementation Site Survey Analysis

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	General Tasks			
	Document WAWF POC & Alt POCs			
	Document WAWF Misc Pay POC & Alt POCs			
	Document Misc Pay DoDAACs for Site			
	Confirm Tenant Commands Notified of Misc Pay Implementation			
	Document Misc Pay Functional Area POCs for Finance and Supply Identified and any Tenant Commands			
	Conduct Misc Pay Executive Overview Briefing			
	Document Organizational Mailbox Procedures			
	Complete Site Survey Action Items			
	Site Manual Processes Misc Pay Transaction Acceptance			
	Document Today's Existing Paper Process Steps			

Implementation Site Survey Analysis

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	GAM Preparation			
	Verify Misc Pay Primary & Alternate GAMs (All Levels) by Activity and any Tenant Commands, if required			
	Verify DD2875s, GAM Letters, Registerations, Activations			
	Determine User Role Requirements by DoDAAC / Activity			
	Offer preliminary GAM training, if necessary			
	Coordinate Training Logistics			
	Finalize Classes to be Offered: Initiators, Acceptors, LPOs, Supervisors, GAMs, etc.			
	Finalize Dates and Times for Class Schedules			
	Continue Tracking Class rooster with all students confirmed registered for each class			
	LPO Priority			
	Confirm LPO's Certification is Completed			
	Notify appropriate individuals if concerns need to add'l attention			

Implementation Site Survey Analysis

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	Vendors Prep			
	Confirm which Vendors will participate in Misc Pay Pilot			
	Should this Vendor be on a contract? If not, does a justification need to be on file for why not contract is required and "misc pay" is appropriate?			
	How will Vendors be contacted? Mailing, Email, Phone, etc			
	Confirm "regular" Misc Pay personal reimbursement scenarios			
	Identify current process for submitting their requests for reimbursement			
	Notify Vendors & Personal Reimbursement Individuals of Misc Pay training (separate sessions)			
	Technical Requirements			
	Coordinate any technical issues with NMCI and appropriate IT			

USMC Misc Pay Site Implementation

June 2005

Misc Pay Site Implementation

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	General Tasks			
	Work Together with WAWF POC & Alt POCs throughout Entire Implementation			
	Work Together with WAWF Misc Pay POC & Alt POCs throughout Entire Implementation			
	Work Together with WAWF Misc Pay Functional Area POCs for Finance and Supply Identified and any Tenant Commands throughout Entire Implementation			
	Any Newly Identified Misc Pay DoDAACs?			
	All Tenant Commands Represented in Misc Pay Training?			
	Conduct 2nd Misc Pay Executive Overview Briefing			
	Process at Least 1 Invoice in e2e			
	Continually Track Today's Existing Paper Process Steps w/ WAWF Process			
	Confirm Established Processes			
	Organizational mailboxes			
	Help procedures			
	Verify Reporting Process in Place			
	Complete any Pending Site Survey Action Items			

Misc Pay Site Implementation

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	Train All Users			
	Distribute Reminder/Confirmation Emails to Students, as necessary			
	GAMs			
	Government Personnel			
	Vendors			
	Supervisors			
	Train-the-Trainers			
	Follow-Up with Students who did not Attend Training, Offer Another Training Opportunity, Verify They Require Training			
	Follow-Up with Vendors who did not Attend Training, Offer Another Training Opportunity, Verify They Require Training			

Misc Pay Site Implementation

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	Training			
	Hold Classes as Identified for Initiators, Acceptors, LPOs, Supervisors, GAMs, etc.			
	Track Class attendance with all students confirmed registered for each class			
	Collect Class Evalutation Forms			
	Register & Activate GAMs & User Role Requirements by DoDAAC/Activity			
	Have Govt Users submit completed & signed DD 2875s			
	Capture Any Unanswered Questions from Class, Respond to Entire Class via Group Email			
	LPO Priority			
	Confirm LPO's Certification is Completed			
	Any newly identified LPOs needing Certification?			
	Notify appropriate individuals if concerns need to add'l attention			

Misc Pay Site Implementation

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	GAM Implementation			
	Identify any new GAMs necessary			
	Verify DD2875s, GAM Letters, Registerations, Activations for newly identified GAMs			
	GAMs to collect DD2875s for all new users or users with new roles			
	GAMs to activate all newly registered Misc Pay users			
	GAMs to audit existing WAWF domain & DD2875 files			
	GAMs ensure active users have current DD2875 on file			
	GAMs identify users needing to be deactivated due to relocation or change in responsibilities			

Misc Pay Site Implementation

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	Vendors Prep			
	Confirm which Vendors will participate in Misc Pay Pilot			
	Should this Vendor be on a contract? If not, does a justification need to be on file for why not contract is required and "misc pay" is appropriate?			
	How will Vendors be contacted? Mailing, Email, Phone, etc			
	Confirm "regular" Misc Pay personal reimbursement scenarios			
	Identify current process for submitting their requests for reimbursement			
	Notify Vendors & Personal Reimbursement Individuals of Misc Pay training (separate sessions)			
	Technical Requirements			
	Coordinate any technical issues with NMCI and appropriate IT			

USMC Misc Pay
Site Follow-Up Checklist

June 2005

Misc Pay Follow-Up Checklist

Responsible Party	Tasks	Date Started	Date Completed	Issues/Comments
	1 Week Telephone Follow-up			
	2 Week Telephone Follow-up			
	Limited Site Re-Visit Based on Site Concerns / Difficulties / Successes			
	Review Site Reports			
	Provide Metrics to HQMC/Navy			